



22 November 1982

MEMORANDUM FOR: President, Employee Activity Association

FROM: 

Deputy Chief, Benefits and Services Division

SUBJECT: Painting the EAA Bookkeeper's Office

1. As you know, we have been doing several things to upgrade working conditions in the EAA Bookkeeper's Office. You have already approved the purchase of partitions to separate her office from the remainder of the office which is being used as a storage area.

2. In addition, I have noticed that it has been some time since the Bookkeeper's Office has been painted and have secured an estimate from GSA that a painting would cost approximately \$224.00.

3. It is therefore recommended that you authorize \$250.00 from EAA funds to pay for the painting of the EAA Bookkeeper's Office.

APPROVED: 

STAT

24 NOV 1982

  
President, EAA

Date

TRANSMITTAL SLIP		DATE
TO: DC/BSD <i>ad</i> —		
ROOM NO.	BUILDING	
REMARKS:		
EAA CHRONO		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

EAA Store BSD

## REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : Space Maintenance &amp; Facilities Branch

Service Requested:

Install four (4) convex mirrors

Attachment

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Yes

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No

Deadline Date, if applicable

Justification:

For security purposes in EAA store

Special Considerations, if any:

THIS SHOULD BE A REIMBURSABLE WORK ORDER.

EAA WILL REIMBURSE AGENCY FOR COSTS

Location where work is to be performed (room no. &amp; bldg.)

GF-40

Hqs

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requesting Official

Tel. Ext.

FORM 2620  
11-79OBSOLETE PREVIOUS  
EDITIONS